



FY12 Local Arts Agency Grant Guidelines

DESCRIPTION

Local Arts Agency Grants provide general support funding for local arts agencies to ensure that the cultural, civic, educational and economic benefits of the arts are accessible to every community in the state. The title “agency” may refer to a council, board, committee, or other organization.

FUNDING ELIGIBILITY

Who Can Apply?

Official designated local arts agencies that are either Nonprofit 501(c)(3) Organizations or are part of a city/county government.

In order to be considered an official designated local arts agency, the organization must have the following:

1. A “[Local Arts Agency Designation Agreement](#)” from the city/county government recognizing the organization as the official local arts agency for that defined community. The form can be printed and filled out from the Division of Arts & Museums website or by clicking [here](#). For fiscal year 2012, organization may either have completed the “Local Arts Agency Designation Agreement” form or be in the process of meeting the requirements. For information or help on the process of becoming an official local arts agency, please contact Anna Boulton at 801.236.7546 or aboulton@utah.gov.
2. The organization, whether 501(c)(3) or under the umbrella of the governing body for the community, must offer their community at least three of the following services:
 - General promotion and access for the public to participate in diverse art forms
 - Programs that address or respond to the cultural diversity and traditional arts of the community
 - Grants to cultural organizations in the community and efforts to fund raise for the arts groups in the defined area the organization serves
 - Cultural and community assessment and planning that involves the community
 - Producing or presenting programs not otherwise offered within the region such as festivals, public art projects, community theatre, concerts, workshops, etc.
 - Economic development efforts that support the creative economy through arts industries
 - Providing or managing facilities or venues for the creation and presentation of the arts
 - Oversees a community’s art collections, serves as a curator for community arts museum
 - Programs that promote arts advocacy efforts in the community
 - Offers services to encourage and support innovation in technology and services to local artists and arts organizations

Limitations/Restrictions

- Applying arts agencies/organizations may not apply if there are any outstanding financial or reporting obligations yet due to the Division of Arts & Museums for *any* grant funded by the Division. A synopsis of the previous year's reports/evaluations and legislative letters will be included in this application as part of panel review.
- Grants require a cash match. Matching funds must be associated with the organization.

Division of Arts & Museums Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#)

REVIEW CRITERIA

Applications will be reviewed by a panel of community representatives and Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

- Completeness of the application and inclusion of any necessary supplemental materials
- Community involvement and access:
 - Identified the community served and understands the needs of that community.
 - Described how new, nontraditional, and underserved audiences were reached.
 - Evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations in the last completed fiscal year.
 - Complies with ADA and [Section 504 accessibility requirements](#) (accommodations for people with disabilities).
- Artistic excellence in programs:
 - Artistic merit of the services provided by the organization, as evidenced in the application narrative and supplemental materials.
 - Processes used to ensure excellence in its artistic programs and services
- Sound Management
 - Provided organizational structure, board and staff responsibilities, and consistent volunteer involvement over the last completed fiscal year.
 - Planning is appropriate for reaching the people for whom the programs were intended (marketing, audience development, long range, etc.).
 - Partnerships and collaborations.
 - Provided evidence of clear evaluation methods that indicate programs are effective.
 - Financial information is clear and indicates stability and diverse income sources.

APPLICATION PROCESS

Initial Approach

NEW applicants are encouraged to contact [Katie Woslager](#) at 801.236.7550 to discuss your proposal and to ensure your organization qualifies for funding under this grant category.

Deadline

A complete grant, with all attachments, must be submitted online by **May 26, 2010 at 5 p.m.**

Request Amount

\$1,000 minimum to \$15,000 maximum

Online Submission Process

1. In order to apply for a Division of Arts & Museums grant, you must be registered in the online grants system. To register, visit dccgrants.org and click on “register as new user” and fill out all fields that pertain to you and your school or organization. PLEASE USE Proper Case, no ALL UPPER CASE, no all lower case, and avoid using any symbols like #”/.! etc.
2. You will receive an email that may confirm your registration, and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again. SAVE the email in your Saved Messages folder. The URL is easy to remember: dccgrants.org.
3. After logging in, read the instructions regarding system requirements (for example, your browser needs Flash version 10 or higher).
4. You can navigate to the online grants by clicking on the “Grants, RFQs, Applications” menu item on the Navigation Bar.
5. Highlight the grant opportunity available in the Available Opportunities section of the page, and either click the View Opportunity Details button for more information about the grant opportunity, or click the Apply for Selected Opportunity button to create the application for this opportunity.
6. Once the application has been created, double-click on the application under My Applications and begin entering your information. You may save and return to the application as many times as you need before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
7. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application, please call the grants administrator.

Grant Funding Process

- **April – Guidelines Available**
Application guidelines are available on the Division of Arts & Museums website.
- **April/May – Online Application Available**
Potential grantees can begin filling out their online grants approximately one month prior to the grant deadline.
- **May 26, 2011 – Final Application Due**
All applicants must submit a final application, using the online grants management system, by 5 p.m. on the due date. Acknowledgement that the application has been successfully received will be sent by email.

- **June – Staff Review**
Staff reviews online applications and required application materials for completeness and eligibility, and may contact an applicant for clarification and additional information.
- **June/July – Panel Review**
Application review panels are composed of peers from the field. Each application is reviewed and scored in accordance with panel evaluation criteria in the guidelines.
- **August – Utah Arts Council Board Approval**
Grant awards depend on the category applied to, how much funding was requested, how the applicant scored in the panel review process, and how much funding is available from the state. The Utah Arts Council Board of Directors reviews funding recommendations for final approval.
- **September – Notification and Agreements/Contracts**
Applicants are notified by September 30, 2011. A letter is sent to applicants not recommended for funding. Contracts are prepared and emailed to successful applicants. Both the Utah Division of Arts & Museums and applicants must sign the agreement/contract before reimbursement requests can be made.
- **Payments**
Payments may be made in two installments. The first payment for eighty (80) percent of the grant award is made once the signed agreement/contract is received by the Division of Arts & Museums. The final payment of twenty (20) percent is made once the final evaluation form is approved by Division staff. All grant payments must be issued by June 30, 2012.

GRANT PREPARATION

Below is a list of information to prepare for your online grant submission:

- Background information on local arts agency (date established, type of organization, etc.)
- Description of the purpose and mission of local arts agency
- Description of the programming and services that your organization offers your community
- Explanation of your re-granting activities (if applicable) and list of grantees
- Description of your board of directors including the number of board members, terms, meeting schedules and selection process
- Explanation about staff make-up and activities, and whether anyone has participated in the Change Leader Program
- Description of special or underserved populations which are involved in your programming (also includes highly rural, isolated, etc. locations)
- Explanation about your fundraising strategies
- List of funding sources and amounts in the areas of earned income, public support revenue, private support revenue and in-kind donations
- Explanation about promotion of events and whether activities are listed on NowPlayingUtah.com
- Congressional and Utah Legislature leaders in your area

- DUNS number
- Financial and budget information

SUPPLEMENTAL MATERIALS

Financial Worksheet

Please fill out the **Financial Worksheet** available as part of the online application.

Other Materials

- Upload a PDF copy of 501(c)(3) IRS Determination Letter (if applicable)
- A “Local Arts Agency Designation Agreement” form from the city/county government recognizing the applicant organization as the official local arts agency for that defined community. (see Funding Eligibility above for details)